

**Students Union University of Greenwich**  
**1<sup>st</sup> Meeting of Strategy & Finance Committee**

**Date:** Monday 3<sup>rd</sup> August 2009 11am-1pm  
**Venue:** Large Meeting Room, 1<sup>st</sup> Floor Cooper Building

**Present:**

<b>Benson Adeeso</b>	<b>President</b>
<b>Dean Gilbert</b>	<b>VP Education</b>
<b>Dan Jones</b>	<b>VP Sports &amp; Societies</b>
<b>Salam al Mosawi</b>	<b>VP Campaigns &amp; Communications</b>
<b>Maninder Sekhon</b>	<b>VP Services (Chair)</b>

**Attending:**

<b>Sharjeed Safdor</b>	<b>SRC (General)</b>
<b>Kanake Shah</b>	<b>SRC (Greenwich)</b>
<b>Srinivas Uppu</b>	<b>SRC (Medway)</b>
<b>Jenny Greenfield</b>	<b>Chief Executive</b>
<b>Kadie Songu</b>	<b>Finance Manager</b>
<b>Wendy Mastin</b>	<b>Admin Manager (Minutes)</b>

**Minutes**

**1.1 Matters Arising from previous F&GP minutes:**

(25.7) Clarification needs to be obtained regarding building rental charges and responsibilities for building upkeep.

**ACTION:** CEO to arrange chase for clarification with the University.

(25.7) Once all the Sabbatical Officers' job descriptions have been amended and/or approved they will need to be sent to Linda Cording.

**ACTION:** All amended job descriptions to be sent to CEO by Friday 7<sup>th</sup> August.

**1.2 Finance Update**

The Finance Manager submitted the management accounts for the month of June, which were discussed. The FM confirmed that the staff wages budget was calculated from hours x the hourly wage for 22+.

**1.3 Premises Refurbishment**

Sparrows Farm: CEO informed the Committee that the budget, including capital spend, has not yet been confirmed. The refurbishment of Sparrows Farm is not included in this so a separate business case will be needed for the University. However, FM are funding Phase I, the refurbishment of the toilets. CEO and VP Sports & Societies will liaise with with FM on this project.

Cooper Building: CEO reminded the meeting of the plans for the increased student space in the Cooper Building. Part of the Shop and the Media room are to be transformed into a Café and student space including PC's. The Retail Manager has been researching the costs involved including furniture and different options for coffee suppliers. The next stage is adding lounge furniture to the Lounge Room so it

becomes a multi-use lounge and bookable meeting space. The Student Activities office (old Sabbatical office) is almost ready for purpose. VP Sports & Societies has obtained some funding for this room. The initial outlay for the whole building should be relatively small &

VP Sports & Societies suggested that an inventory of the basement be done to ascertain whether any items could be sold off.

**ACTION: CEO to update the meeting with expenditure information and timings ASAP. CEO and Admin Manager to timetable all further works eg clearing rooms.**

#### **1.4 Partner Colleges and UMSA**

Discussion took place regarding the intended change of use of Purple at Medway into a storeroom and shop. SUUG opposes this suggestion particularly as an 800 bed accommodation space is due to open shortly and more social space, not less, is required. Feedback from the UMSA is awaited.

**ACTION: VP Services to organise meeting with UMSA for next week.**

Discussion took place regarding what services SUUG should be offering to partner colleges (PC). Bexley College is increasing its student numbers this year, including a large number of international students and it was felt it would be prudent to improve services offered to PCs. CEO pointed out that the partnership agreements do not specify what SUUG should be offering to PCs and the agreement with the University is that the SU can clarify this based on each PC's needs and what the SU can deliver on a practical level. The President & VP Sports & Societies are visiting other PCs, and Folkestone. It was **agreed** that clearer decisions could be made once all visits were completed. The CEO and President are attending a meeting of all Partner Colleges in October at which details of what the SU will deliver will be communicated.

**ACTION: CEO to arrange a meeting for September to consider what should be offered to PCs and Folkestone campus.**

#### **1.5 Freshers Fortnight/Graduation Ball**

Various aspects of Freshers fortnight were discussed including the headline act for the Freshers Ball and it was **agreed** that the booking should go ahead immediately at an increased cost of £6k. Marketing should also start straight away to guarantee attracting all students, not only Freshers. VP Sports & Societies has secured sponsorship from various Schools/Departments of the University, some designated to specific uses. It was **agreed** that the Freshers Working Group would discuss and agree further details. It was **agreed** that the President would attend to discuss how to integrate Freshers and Graduation events.

**ACTION: CEO to arrange a Freshers Working Group meeting be arranged asap.**

#### **1.6 Open Days & Clearing**

It was agreed that the SUUG should have a major presence at open days and planning ahead is imperative to ensure representation by the SUUG is consistent and relevant. It was **agreed** that Sabbaticals should be present and that staff should handle logistics.

Discussion also took place regarding how the SUUG could support calls from students during clearing. It was **agreed** that the most efficient way of providing support would be to supply answers to 'FAQs' and the SU web address to the team answering phones; and that for more difficult questions, the SU would be asked to contact the student.

**ACTION: CEO to arrange to meet VP C&C regarding Open Days this week.**

**ACTION: VP C&C to discuss Clearing arrangements further with the Clearing team ASAP.**

### **1.7 Governance**

The CEO summarised the current situation regarding the new Constitution. A meeting of the Working Group would be held towards the end of August to discuss the Bye Laws currently being drafted by the CEO. The CEO is working with Linda Cording's office on Trustee Recruitment and has sent JD's etc to the Sabbatical Officers for comment.

### **1.7 Transport**

VP Sports & Societies submitted proposals from two car rental companies offering rental schemes for students and for staff once the current pool car is disposed of. It was **agreed** that the Zip Cars proposal was more cost effective and that the SU should go ahead with this subject to the outcome of a meeting with the company and receipt of a contract. (documents attached).

**ACTION: VP Sports & Societies to arrange a meeting with the company & CEO.**

**Meeting closed.**

**Next meeting: Tuesday 1<sup>st</sup> September 2009.**